

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0295  
Job Title: Administrative Analyst V  
Salary Grade: 23  
Bureau: Office of the President  
Department: Office of the President  
Dept. Budget No. 010  
Position I.D. 9500110  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

May assist the President, Chief of Staff or his/her designee in the research, development and implementation of policies, programs and other administrative functions to ensure that the President's Office and departments under the jurisdiction of the President effectively and efficiently meet their goals and objectives. May assists in the research and coordination of special projects as directed by the President or Chief of Staff. May assist in the development of the office budget and coordinate documents, policies and procedures for hiring exempt personnel in the Office of the President. May review confidential reports and managerial studies in order to make recommendations to the Chief of Staff or his/her designee. May serve as a liaison between the Office of the President and other departments and agencies in the County.

### **Key Responsibilities and Duties**

Assists the Chief of Staff or his/her designee in the development of policies, programs and other administrative functions relative to agencies and functions with the President's jurisdiction.

Reviews confidential reports and managerial studies as they relate to personnel and/or administrative services in order to make appropriate recommendations or to review the operations of various departments under the jurisdiction of the President.

Ascertains and/or accesses “best practices” in order to construct appropriate policies and procedures.

Makes recommendations concerning inefficient procedures in order to rectify any existing or expected problems/concerns.

Serves as a liaison between the President’s Office and other departments or agencies as directed.

Monitors work projects assigned to ensure departments have the necessary resources to perform their expected functions.

May coordinated executive itineraries and agendas.

### **Knowledge, Skills and Abilities**

Excellent communication, organizational and interpersonal skills.

Knowledge of local government function and purpose.

Ability to make policy recommendations. Ability to develop, coordinate and implement programmatic changes.

Possess the ability to institute problem solving techniques in diverse and sometimes challenging situations.

Ability to ascertain compliance with laws, ordinances and regulations. Ability to identify between errors, irregularities and illegal acts, and recommend appropriate action.

Must be able to demonstrate good administrative and supervisory skills.

Ability to manage multiple projects effectively.

### **Minimum Qualifications**

High School Diploma or GED certificate PLUS a minimum of one (1) year of experience in an administrative capacity **OR** graduation from an accredited college or university with a Bachelor’s degree.

### **Preferred Qualifications**

Excellent communication skills and the ability to make sound judgment and management decisions in an ever changing and highly competitive environment.

The ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

The ability to listen, give direction and motivate a large departmental workforce so as to achieve specified goals and objectives.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**